



# ctcLink Tutorial

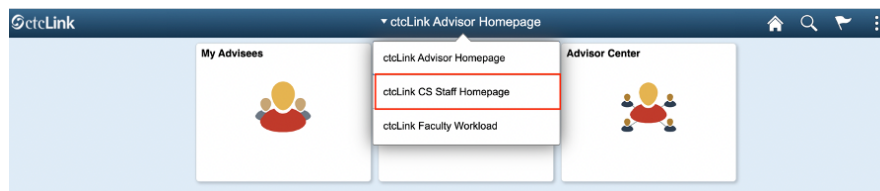
## How to View Teaching Schedule

This guide will show you how to view your teaching schedule. The [Green River College IT Help Desk](#) can help if you have problems with sign-in credentials, usernames or passwords.

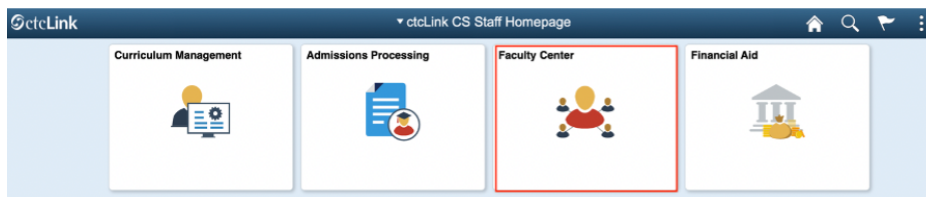
### Directions

**My Schedule** will display your class schedule for the current term. In this display, you are able to view a different term's schedule, view a different display option, view your class roster and view your grade roster when available. If needed, change the term to the appropriate term for grading.

1. If you are not already on the **CS Staff Homepage**, use the drop-down menu to navigate there.

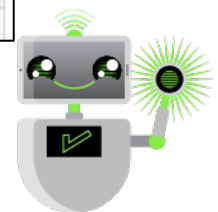


2. Click the **Faculty Center** tile.



3. The **My Schedule** page will display

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUSN 135-1 (19305)	Business Mathematics (Lecture)	28	TBA	TBA	Sep 28, 2020- Dec 18, 2020





- In the **Select display option box**, click **Show Enrolled Classes Only** to see only those classes that currently have enrollments or **Show All Classes** to see all courses assigned to you.
- Click the **View Weekly Teaching Schedule** button to view in calendar mode.

Faculty Center

My Schedule

FALL 2020 | Green River College

Change Term

View Textbook Summary  
My Exam Schedule

Select display option

Show All Classes  Show Enrolled Classes Only

Icon Legend Class Roster Grade Roster Gradebook Assignments Learning Management

My Teaching Schedule > FALL 2020 > Green River College

My Teaching Schedule > FALL 2020 > Green River College

Class	Class Title	Enrolled	Days & Times	Room	Class Dates
BUSN 135-1 (19365)	Business Mathematics (Lecture)	28	TBA	TBA	Sep 28, 2020- Dec 18, 2020

View Weekly Teaching Schedule

Go to top

- The **View My Weekly Schedule** page will display. You can use the **Previous Week** or **Next Week** buttons to view other weeks. Or, enter dates in the **Show Week of** field and click the **Refresh Calendar** button.

Faculty Center

View My Weekly Schedule

View Textbook Summary

<< Previous Week

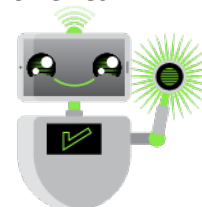
Week of 9/28/2020 - 10/4/2020

Next Week >>

Show Week of 09/28/2020 Start Time 8:00AM End Time 6:00PM Refresh Calendar

Time	Monday Sep 28	Tuesday Sep 29	Wednesday Sep 30	Thursday Oct 1	Friday Oct 2	Saturday Oct 3	Sunday Oct 4
8:00AM							
9:00AM							
10:00AM							

- In the **Display Options** section at the bottom, choose any options you prefer and click the **Refresh Calendar** button.
- To print, click the **Printer Friendly Page** link.





9. To exit from calendar view, click the **Return to Faculty Center** link.

etsLink CS Staff Homepage Faculty Center

**Faculty Center**

**My Schedule** [View My Weekly Schedule](#) [View FERS/PA Schedule](#)

Class Roster  
Grade Roster  
Contract Info

Search

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**Week of 9/28/2020 - 10/4/2020**

[<< Previous Week](#)
[Next Week >>](#)

Show Week of 09/28/2020 Start Time 8:00AM End Time 6:00PM Refresh Calendar

Time	Monday Sep 28	Tuesday Sep 29	Wednesday Sep 30	Thursday Oct 1	Friday Oct 2	Saturday Oct 3	Sunday Oct 4
8:00AM							
9:00AM							
10:00AM							
11:00AM							
12:00PM	BUSN 135 - 2 Lecture 12:15PM - 1:20PM		BUSN 136 - 2 Lecture 12:15PM - 1:20PM				
1:00PM							
2:00PM							
3:00PM							
4:00PM							
5:00PM							
6:00PM							

**Meeting Information not available**

Class	Course Title	Start Date	End Date
BUSN 135 - 1 (Lecture)	Business Mathematics	09/28/2020	12/16/2020
BUSN 136 - 3 (Lecture)	Business Mathematics	09/28/2020	12/16/2020
BUSN 135 - 4 (Lecture)	Business Mathematics	09/28/2020	12/16/2020
BUSN 210 - 1 (Lecture)	Statistical Analysis	09/28/2020	12/16/2020
BUSN 215 - 1 (Lecture)	Spreadsheet Construction	09/28/2020	12/16/2020

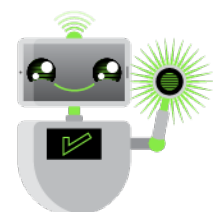
**Display Options**

Show AM/PM   
  Monday   
  Thursday  
 Show Class Title   
  Tuesday   
  Friday   
 Sunday  
 Show Instructor Role   
  Wednesday   
  Saturday

Refresh Calendar

Return to Faculty Center
Printer Friendly Page

Multiple display options





10. To view a different term, click the **Change Term** button.

The screenshot shows the 'Faculty Center' interface. The left sidebar contains 'Faculty Center', 'My Schedule', 'Class Roster', 'Grade Roster', 'Contract Info', and 'Search'. The main content area is titled 'My Schedule' and shows 'FALL 2020 | Highline College'. A 'Change Term' button is highlighted with a red box. Below it, there are radio buttons for 'Show All Classes' (selected) and 'Show Enrolled Classes Only'. At the bottom, there is a breadcrumb trail: 'My Teaching Schedule > FALL 2020 > Highline College'.

11. Select another term and click the **Continue** button.

The screenshot shows the 'Faculty Center' interface with the 'Select Term' page. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Select Term' and includes a 'View FERPA Statement' link. A 'Continue' button is highlighted with a red box. Below the button, there is a table with the following data:

	Term	
<input checked="" type="radio"/>	WINTER 2021	Highline College
<input type="radio"/>	FALL 2020	Highline College
<input type="radio"/>	SUMMER 2020	Highline College
<input type="radio"/>	SPRING 2020	Highline College

A red arrow points to the 'WINTER 2021' row in the table.

